

13 January 1971

25X1A


MEMORANDUM FOR: [REDACTED]

SUBJECT : Unique Position (Slot) Numbering

1. In order to move ahead on "Unique Slotting" within the Staffing System, I am taking the liberty of making some blanket proposals.
2. We have looked at this problem for some time and from many directions and feel that the initial inconvenience (one month) is outweighed by the long-range benefits.
3. The initial conversion can be accomplished mechanically, just prior to the month in which the Staffing System and Manpower Control System is to go operational. A cross-index will be prepared, copies circulated to individual offices, an over-all copy provided to PMCD and a copy filed in the Records Center. This cross-index is intended to get all hands through the first few weeks (less than one month) where things in the pipe-line are concerned and where reference is needed.
4. It is proposed that the character size of slot number be increased by one (1). The composition of the slot number should be AANN, where A represents alpha characters A to Z (omitting O because of the confusion between zero and alpha O), and N represents numeric characters. This provides for 625,000 unique numbers (25x25x1000). It is proposed that the slots be assigned starting at AA001 in the DCI's Office and sequentially assigned for the remainder of the Agency. This, of course, would create a huge stockpile of available numbers starting at a point following the point where the last position in the Agency T/O was exhausted.


5. PMCD would be furnished with a listing of un-used numbers in a format that would allow them to carry on an assignment and posting operation. It would then create a historical reference to what change was made, by whom, associated with what Form 261 control number and on what date.

6. I would be most appreciative of some action on this in order to move ahead. If you feel that we should discuss this before concurrence or non-concurrence, please give me a ring and I will make the arrangements.


Task Force Leader
Human Resources Systems

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CONCUR:



19 Jan '71

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